

**CITY AND COUNTY OF HONOLULU
ETHICS COMMISSION
LOBBYIST ANNUAL REPORT FORM**

Name _____
(Print) Last First Middle

Business Address _____ Phone _____
(Street, City, State, Zip Code)

State name and address of organization you lobbied for.

State total amount received as a lobbyist representing contributions, membership fees and other receipts related to lobbying activities.

State total amount expended for lobbying by lobbyist.

List results of the legislation you sought to influence.

Other information.

I hereby certify that the foregoing statements
are true and correct.

(Signature)

Subscribed and sworn to before me
This _____ day of _____, 20____.

By _____
Notary or any official authorized to administer oaths

My commission expires: _____

DUE DATE OF THIS REPORT IS JANUARY 10 OF EACH YEAR

(See back of this form for information.)

PLEASE RETAIN A COPY FOR YOUR RECORDS

INFORMATION ON THE ANNUAL REPORT FORM

Filing Date. Each lobbyist must file with the Honolulu Ethics Commission an annual report for the preceding calendar year ending December 31. The report is due January 10 of each year, or if the date falls on a Saturday or holiday, the next business day.

Name of Lobbyist will be an individual's name, i.e., the name used on the original registration form.

Business Address of Lobbyist to include your telephone number and the name and address of your firm and telephone number.

Name and Address of Organization Lobbied For. This is the same organization you identified on your registration form.

Contribution Received. State the total amount you received directly or indirectly for lobbying. If you work for a service type of organization (such as an architectural firm) that receives a fixed fee from an organization, the amount received that can be directly attributed to legislative activities related to the organization should be included as part of the total amount. If your representation is indirectly related to the performance of your job, the dollar amount of the compensation you received based on the time spent directly in representation or influencing legislation should be included as a part of the total amount.

Expenditures. State the total amount of all expenditures that you have made in conjunction with your lobbying activities for the above organization. Example: Stationery costs, travel expenses, remunerations, political contributions and any other type of expenditures relating to the defeat or enactment of legislation.

Results of Representation. State results of the legislation you sought to influence. Example: Subject matter and whether an ordinance was enacted or a resolution was adopted.

Other Information to include any comments that you wish to become a part of your permanent file.

Each report form must be signed and certified under oath as true and correct by the lobbyist.

Legal Citation:

The legal citation for lobbyist registration is found in Chapter 4, Article 1, of the Revised Ordinances of Honolulu (ROH).

Penalties:

Except as otherwise provided in Ordinance No. 05-033, violation of any provisions of this article shall be grounds for suspension or revocation of the certificate of registration for a period of up to one year following hearing on the violation by the city council or its duly authorized committee.

**CITY AND COUNTY OF HONOLULU
ETHICS COMMISSION
LOBBYIST REGISTRATION FORM**

Separate applications must be filed if you lobby for pay or other consideration for more than one organization. (See back of this form for information.)

SECTION I LOBBYIST

NAME _____			
(PRINT)	LAST	FIRST	MIDDLE
Business Address _____		Phone _____	
STREET, CITY, STATE, ZIP CODE			
EMPLOYER _____			
Business Address _____		Phone _____	
STREET, CITY, STATE, ZIP CODE			
ORGANIZATION LOBBYING FOR _____			
Business Address _____		Phone _____	
STREET, CITY, STATE, ZIP CODE			
Estimated Duration of Employment with Organization _____			
Number of membership if lobbying on behalf of members _____			
Description of the methods by which members develop and make decisions about positions on policy: _____ _____			
Description of type of legislation you expect to lobby on: _____ _____ _____			

SECTION II CERTIFICATION OF LOBBYIST

<p>I hereby certify that the foregoing statements are true and correct.</p> <p style="text-align:center">_____ SIGNATURE OF LOBBYIST</p> <p style="text-align:center">_____ DATE</p>	<p>Subscribed and sworn to before me</p> <p>This _____ day of _____, _____.</p> <p>By: _____ NOTARY OR ANY OFFICIAL AUTHORIZED TO ADMINISTER OATHS</p> <p>My commission expires: _____</p>
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SECTION III AUTHORIZATION TO LOBBY

Name _____	_____
	TITLE OF AUTHORIZING OFFICER
Name of Organization _____	
<p>I hereby authorize the above-named lobbyist to engage in lobbying activities on behalf of the undersigned.</p> <p>_____ SIGNATURE OF AUTHORIZING OFFICER</p> <p style="text-align:right">_____ DATE</p>	

PLEASE RETAIN A COPY FOR YOUR RECORDS

INFORMATION ON LOBBYIST REGISTRATION FORM

SECTION I LOBBYIST

This portion will be completed by any person who engages himself/herself for pay or other consideration for the purpose of influencing the policymaking process of the City. A supplementary registration is required no later than 10 days after any substantial change in the information supplied in your last registration form.

Name, Business Address, Phone Number

Indicate your name, business address and phone number.

Name of Employer, Business Address, Phone Number

Indicate name of employer, business address and phone number.

Name and Organization, Business Address, Phone Number

Indicate name, business address and phone number of the corporation, association or organization you are lobbying for.

Estimate Duration of Employment

Estimated duration of employment is the estimated length of time the lobbyist expects to be employed by the organization.

Indicate membership number if lobbying on behalf of members.

Indicate description of the methods by which members develop and make decisions about positions on policy.

Legislation

Indicate the general category of legislation that the lobbyist is retained to represent; i.e. fiscal, environmental, land use, code enforcement and administrative rules having the effect of law.

SECTION II CERTIFICATION OF LOBBYIST

Each registration form must be signed and certified under oath as true and correct by the lobbyist.

SECTION III AUTHORIZATION TO LOBBY

A signature of authorization to lobby must be obtained from the President or an authorized officer of an organization, corporation, association, partnership or any organization consisting of groups of individuals.

Legal Citation:

The legal citation for lobbyist registration is found in Chapter 4, Article 1, of the Revised Ordinances of Honolulu (ROH).

Lobbyist Registration shall not apply to:

- (1) Any person who merely appears at a public hearing before the council, its committees or city agencies to express such person's opinion on pending legislation and/or rules and regulations involved in the city's policymaking process;
- (2) Any federal, state or county official or employee acting in such person's official capacity;
- (3) Any elected public official acting in such person's official capacity;
- (4) Any newspaper or other regularly published periodical, radio or television station (including any individual who owns, publishes or is employed by a newspaper or periodical or radio or television station) which in the ordinary course of business publishes news items, editorials or other comments, or paid advertisements, which directly or indirectly urge the taking of legislative or executive action, if the newspaper, periodical, radio or television station or individual engages in no further or other activities in connection with influencing decisions in the policy making process of the City and County of Honolulu;
- (5) Any person representing a bona fide church solely for the purpose of protecting the public right to practice the doctrines of the church;
- (6) Any unpaid volunteer representing a nonprofit organization, association or corporation; provided, that the organization, association or corporation:
 - (A) Is registered in accordance with the provisions of this section, and
 - (B) Files a written authorization with the Honolulu Ethics Commission specifically designating such person to represent it; and such persons may engage in activities described in this subsection without being holders of a certificate of registration.

Penalties: Except as otherwise provided in Ordinance No. 05-033, violation of any provisions of this article shall be grounds for suspension or revocation of the certificate of registration for a period of up to one year following hearing on the violation by the city council or its duly authorized committee.